4 September 1985

MEMORANDUM FOR: All ICS Offices

STAT   FROM:

Records Management Officer, ICS

SUBJECT: Safe Inventory

1. The Logistics Services Division, Building Services Branch/OL, has an automated safe inventory system. Although records are updated on a daily basis, due to human error, it is reasonable to say some are missed.

2. To effectively and efficiently update approximately 7,900 records means that your cooperation and timely submission of required information is critical to the data base accuracy.

3. Please use the attached Safe Inventory sheet and follow the sample format for recording your data and return to me by close of business 16 September 1985. If you have any questions on this effort please call me on

STAT

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Attachment:
  Inventory Sheet
  Format Sheet

Page Denied

SAFE INVENTORY

DIRECTORATE _____   OFFICE _____   DATE COMPLETED _____

BUILDING	FLOOR	ROOM NO.	SAFE TYPE	NO. DRAWERS	SERIAL NUMBER

(CLASSIFY AS APPROPRIATE)

_____
Records Management Officer

SAFE INVENTORY

DIRECTORATE _____   OFFICE _____   DATE COMPLETED _____

BUILDING	FLOOR	ROOM NO.	SAFE TYPE	NO. DRAWERS	SERIAL NUMBER

(CLASSIFY AS APPROPRIATE)

_____
Records Management Officer

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Records Management Officer

(CLASSIFY AS APPROPRIATE)

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DIRECTORATE _____

OFFICE _____

DATE COMPLETED _____

BUILDING	FLOOR	ROOM NO.	SAFE TYPE	NO. DRAWERS	SERIAL NUMBER

Records Management Officer _____

(CLASSIFY AS APPROPRIATE)